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**BY-LAWS**  
**of**  
**Scottsdale Human Relations Commission**

The Commission was created by The City of Scottsdale, Arizona City Ordinance No. 3357, passed and adopted by the City Council of the City of Scottsdale, Arizona ("City Council") on the 6th day of November 2000. The purpose, powers and duties of the Commission are established by ordinance and are codified in Scottsdale Revised Code 2-363. These Rules and Procedures are authorized by Scottsdale Revised Code 2-364.

**I. Organization:**

**101. Official Name:**

The Commission shall be known as the "Scottsdale Human Relations Commission."

**102. Chairperson**

The Commission shall, at its first meeting every January or if necessary at the first regularly scheduled meeting of the year, elect a Chairperson ("Chair") from among its appointed commissioners. The Chair shall preside at all meetings and hearings of the Commission, decide all points of order or procedure, and perform any duties required by the ordinance or these By-laws. The term of the Chair shall be one (1) year. The Chair, elected by the Commission, shall serve in the same capacity for no more than two (2) consecutive terms. The Chair may make and second motions and shall have a voice and vote in all its proceedings.

**103. Vice Chair**

The Commission shall, at its first meeting every January, elect a Vice Chairperson ("Vice Chair") from among its appointed commissioners, who shall serve in the absence of the Chair. The term of the Vice Chair shall be one (1) year. The Vice Chair shall serve in the same capacity for no more than two (2) consecutive one-year terms.

**104. Vacancy**

Vacancies for Chair or Vice Chair created by any reason shall be filled for the unexpired term by election at the next regularly scheduled meeting of the Commission.

**105. Removal**

The Chair or Vice Chair may be removed from his or her position as Chair or Vice Chair at any time by a vote of five (5) or more commissioners.

**106. Committees**

The Commission may appoint committees not to exceed three (3) commissioners, as it deems necessary on any subject pertinent to the matters being heard by the Commission.

## **II. Meetings:**

### **201. Regular Meetings**

Regular meetings of the Commission shall be held on the second Monday of each month at 5:00 p.m. In the event the Commission desires to cancel a future meeting, it may do so by a majority vote at a public meeting. When it is determined between public meetings that a meeting should be cancelled for lack of a quorum or other reason, the Chair or if not available, the Vice Chair may so cancel by posting notification of cancellation at least twenty-four (24) hours prior to the scheduled meeting at all legal posting sites in the City of Scottsdale as determined by the City Council. The Commission may recess during the same time frame as the City Council. All regular meetings must comply with open meeting law requirements as provided for by state law.

### **202. Special Meetings**

Special meetings for good cause may be held by the Commission on call of its Chair or four (4) commissioners, which call shall be filed with the Staff Liaison, or may be scheduled at any previous meeting by a majority of the commissioners constituting a quorum. The manner of the call shall be noted in the minutes of the special meeting, and at least twenty-four (24) hours notice of the meeting shall be given to each commissioner. The Staff Liaison shall receive forty-eight (48) hours notice of the meeting and shall post meeting notices at least twenty-four (24) hours before such meeting. Work Study Sessions or Executive Sessions may be held before or after any regular or special meeting or at any other time on call of the Chair or of a majority of the commissioners, which call shall be filed with the Staff Liaison, or as may be scheduled by a majority of the commissioners constituting a quorum at any previous meeting. All Special Meetings, Work Study Sessions or Executive Sessions must comply with open meeting law requirements as provided for by state law.

### **203. Public Meetings and Work Study Sessions**

All Meetings and Work Study Sessions of the Commission shall be open to the public. Any action calling for a formal vote shall take place only at a public meeting. All commissioners and Staff Liaison shall be familiar with the Arizona Open Meeting Law A.R.S. § 38-431 to §431.09. Any commissioner faced with a situation not specifically addressed within this chapter should consult with legal counsel before proceeding

### **204. Agenda**

Any commissioner may submit items for the agenda with the understanding that the Chair shall place such submitted items on the agenda. When considering placement of items on the agenda, Commissioners should keep in mind the scope and purposes of the Commission.

### **205. Location of Meetings**

The location of meetings of the Commission shall be in the City Hall Kiva, 3939 N. Drinkwater, Scottsdale, Arizona, or any other location as designated by the Chair and posted in the office of the City Clerk and other designated posting areas.

**206. Quorum**

A quorum necessary for the transaction of business shall consist of a majority of the members but in no case less than four (4) commissioners.

**207. Member Attendance**

If any commissioner is absent from three (3) consecutive regular meetings or from four (4) meetings within a six (6) – month period in a calendar year, the commission may recommend by majority vote to the City Council that the position be considered vacated and a replacement appointed. Written notification shall be provided to the City Clerk of any vacancy created for this or any other reason. The Chair may excuse an absence upon a finding of good cause.

**208. Special Event Attendance**

Commissioners are strongly encouraged to attend one (1) HRC related activity outside of Commission meetings that relates to the Commission's purpose every three (3) months. For the purposes of this section, HRC related activity means "any community, regional, Commission sponsored or city event that promotes mutual respect and understanding among people, to discourage prejudice and discrimination, and to work towards cultural awareness and unity."

**209. Recommendation to Council to Remove Commissioner**

Along with the circumstances provided in Section 207 above, upon a majority vote of the Commission, the Commission may recommend to the Council the removal of a commissioner for good cause. Any such recommendation shall state the specific reasons for the recommendation.

**210. Service Recognition**

Each commissioner upon successfully completing his or her term of office will be recognized by the Commission. The Commission may upon majority vote choose to recognize a commissioner who is unable to complete a term of office due to extenuating circumstances.

**III. Official Records:**

**301. Definitions**

The official records shall include these By-laws, regulations and the minutes of the Commission together with all findings, applications, exhibits, correspondence, votes, and recommendations to the City Council, and other official actions or other items filed with or issued by the Commission.

**302. Public Records**

Tape recordings and written minutes shall be kept of all regular and special meetings. Tape recordings shall be kept of work-study sessions. In the event of conflict between written minutes and tape recordings, tape recordings shall control. All official records shall be maintained and available for public viewing and filed in an orderly fashion by the Staff Liaison.

## **IV. Rules and Amendments:**

### **401. Effective Date**

These By-laws and any amendments thereto, shall become effective at the next regular meeting of the Commission after their adoption by an affirmative vote of no less than five (5) commissioners.

### **402. Amendment Procedure**

Amendments to these By-laws may be made by the Commission upon the affirmative vote of five (5) commissioners, provided any such amendment is proposed at a preceding meeting or is submitted in writing at a prior regular meeting of the Commission and is noted in the minutes of such meeting.

### **403. Certified Copy**

A certified copy of these By-laws shall be placed on record in the office of the City Clerk within ten (10) days of being adopted and further shall be sent to the Mayor and members of the City Council within twelve (12) days.

### **404. Parliamentary Procedure**

When any question of parliamentary procedure arises, it shall be decided by the Chair using Robert's Rules of Parliamentary Procedure as a guideline, unless otherwise specified in these By-laws of the Commission or Scottsdale City Charter or Ordinance.

### **405. Written Communications**

All written communications from the Commission shall be sent out over the signature of the Chair or Vice Chair of the Commission.

**CERTIFICATE**

The undersigned Chair and Vice Chair of the Scottsdale Human Relations Commission hereby certify that the foregoing By-laws were duly adopted by the unanimous consent of the commissioners of the Scottsdale Human Relations Commission on December 13, 2010 and that they shall take effect on January 11, 2011.

DATED 2/14/11.

By: \_\_\_\_\_

Jeff Jameson  
Its: Chair

By: \_\_\_\_\_

Linda Simmons  
Its: Vice Chair